

# Access Cards

Version 12

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The security of students, employees, property and assets on campus, and access within the Polytechnic, is protected by key or card access.

The access control system supports the virtual OneCard and will allow users to use their phones as well as physical cards to access buildings, labs, and classrooms.

Keys will not be issued for an area or door that is already being controlled by a card reader or is scheduled to be unlocked during defined operating hours.

Only one key will be issued for each door requested.

## Requesting Keys or Access Cards

- Fill in the **Key/Access Card form** available online or from Security Services and have it approved by your Supervisor.
- Security Services will contact you by email or phone when your key/access card is ready for pick-up. It usually takes about seven business days.
- Only you can pick up the key/access card. Security Services will request identification.
- If the pickup is not done within ten business days of notification, your request will have to be re-submitted.

## Open Doors With The Virtual OneCard

Users who install the Seneca OneCard App on their phones will need to follow these steps to open a door.

### Step 1:

From the Seneca OneCard App, go to the page that has the digital barcode and card number. On the top, right hand corner, beside your profile picture, select the Door icon.





## Step 2:

Step near the reader on the door you wish to open. This door will be the first door on the Readers List. Click the top bar. If the bar turns **GREEN**, access will be granted and the door will unlock.

NOTE: Access will only be granted if you have access to the door assigned to your profile.



## Physically Opening Doors Across Campus

When swiping your physical or virtual OneCard on campus, you will hear a click on the door or see the door turn green on the app.

Once engaged there are two ways to open the door. Depending on the campus and the building ensure you:

- Pull down on the handle and push door (similar to a regular door)
- If the handle does not turn, push on the door

## Your Responsibilities

Your key/access card:

- Will be kept in good, working condition
- Will be returned when requested by the Polytechnic or when you are no longer employed by the Polytechnic

- Will not be duplicated
- Will not be use to provide unauthorized access
- Will not be transferred — if you are found with someone else's key or card it will be confiscated and you could face disciplinary action

As a key/access card holder, you will:

- Close and lock all secured doors you have opened when entering or leaving a building or area
- Not prop doors open or leave them unlocked when the facility is intended to be secured at all times or is normally closed
- Co-operate and provide requested information during key/access card audits

## **Lost, Stolen or Damaged Keys/Access Cards**

In order to maintain the protection of students, employees, property and assets, it is important to report lost, stolen or damaged keys/access cards immediately to Security Services.

## **Replacements**

If a broken or damaged key is being replaced, all pieces of it must be turned into Security Services prior to a replacement. Facilities Operations and Maintenance may be able to retrieve a broken key from a lock. There is no charge for a replacement key when this procedure is followed.

Charges apply:

- If an access card is lost more than twice. There will be a \$20 charge to replace it any your supervisor will be notified.
- If a door lock has to be changed due to negligence — such as a lost key — the cost will be charged to your department and/or the person involved.

## **Violation of the Access Control Policy**

If there is a suspicion that a violation of the [Access Control Policy](#) has occurred, individuals are to report it to Security Services.

## **More Information**

Contact Security Services for information on requests or the status of requests.

More information is available in the [Access Control Policy](#).

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